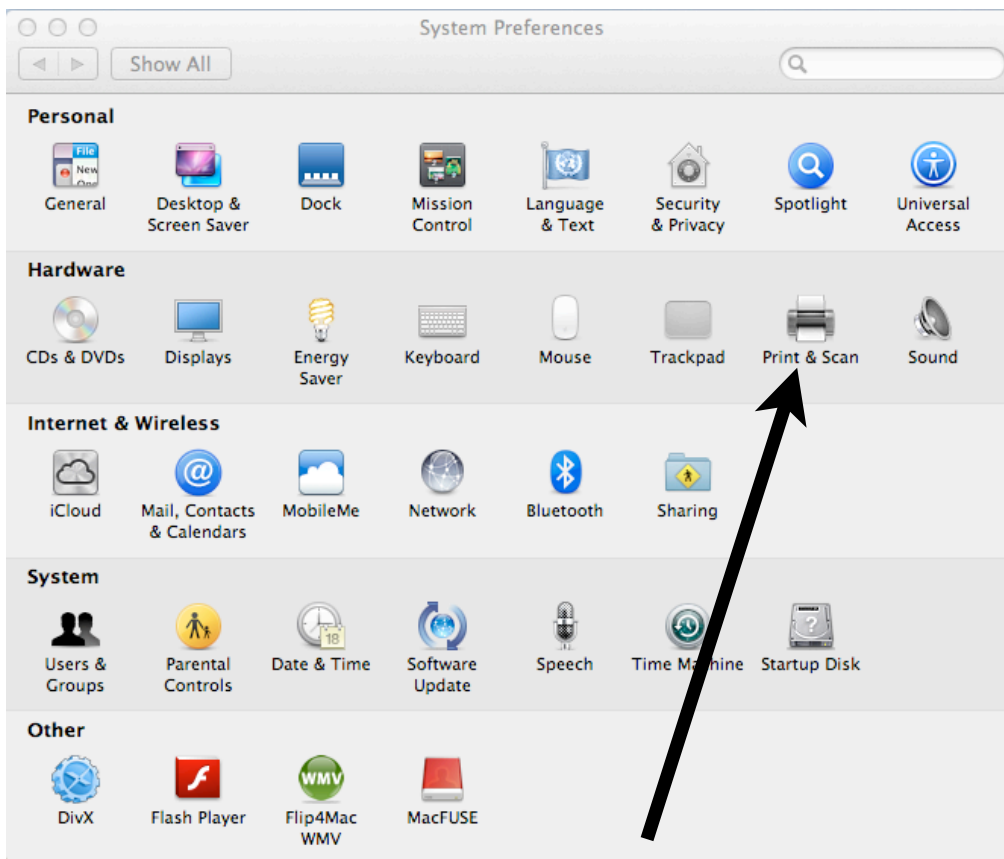


You can access System Preferences in two ways. You can find the Apple icon on the top of your computer screen and then scroll down to System Preferences. You can find the System Preferences icon on your Dock.

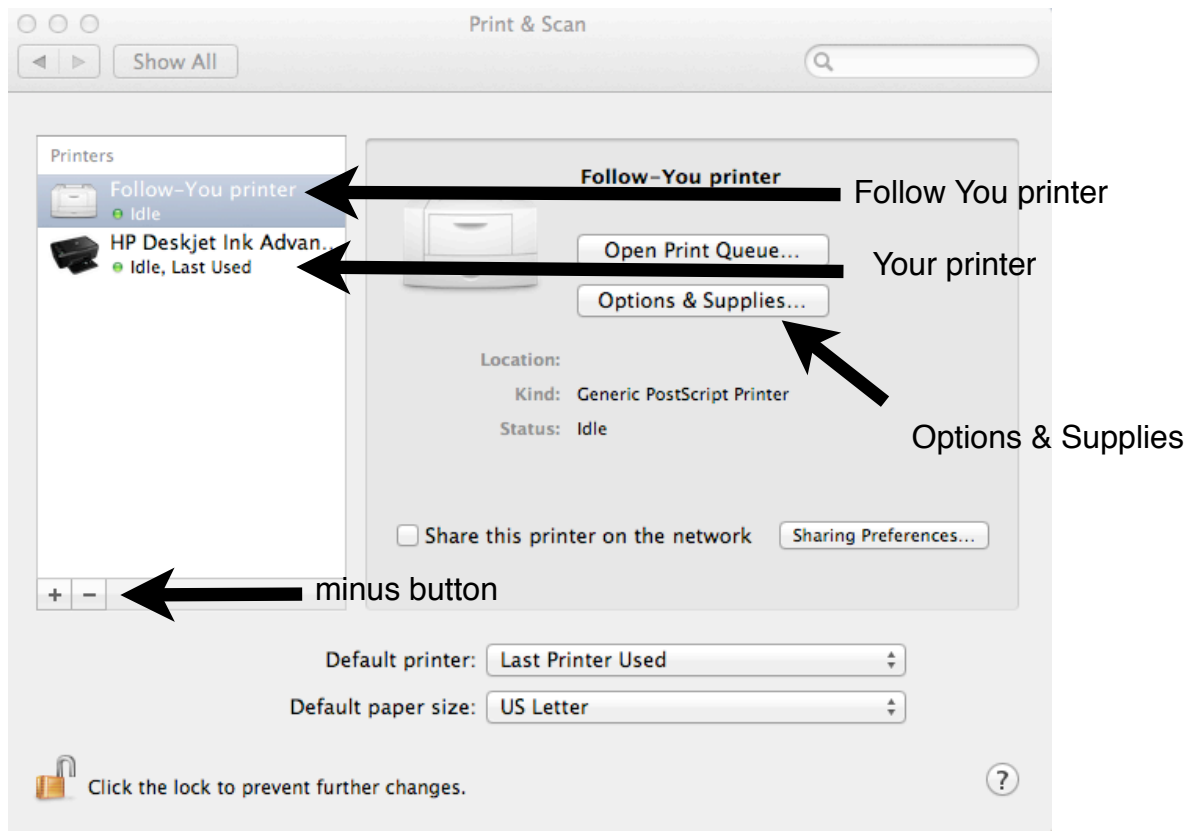






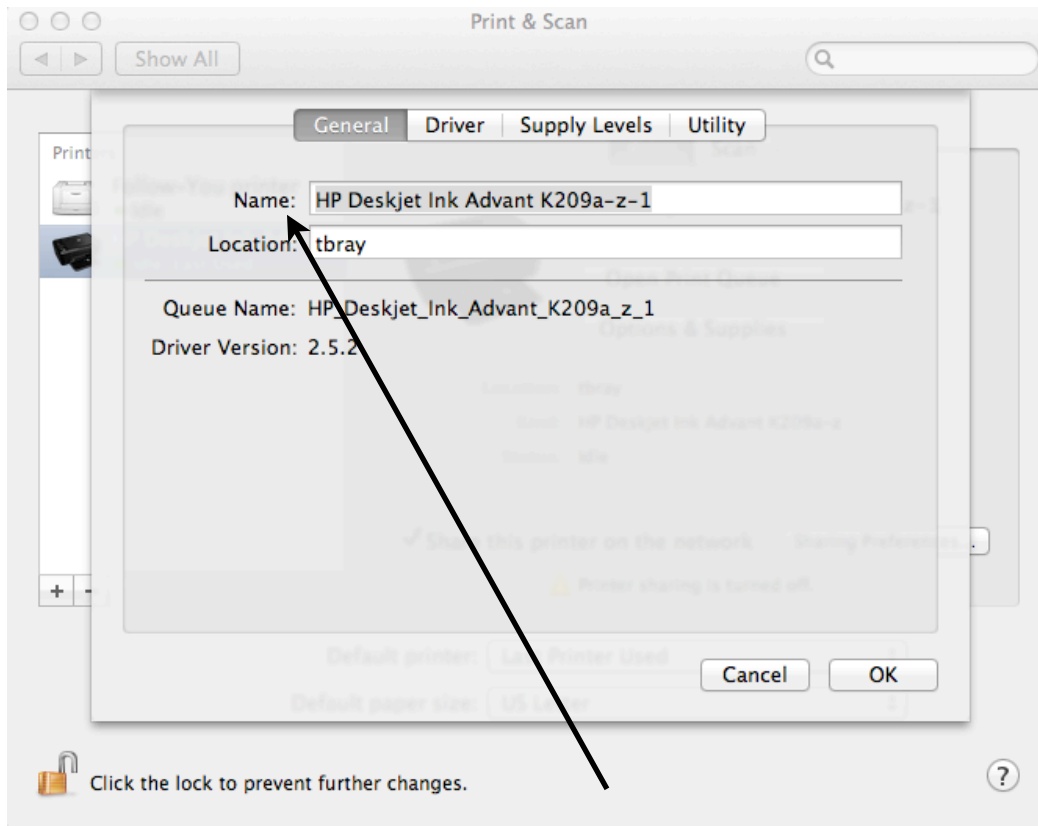
Once you are in System Preferences, go to Print & Scan.





When the Print & Scan area opens, you will find at least two printers in your list. The first one is the Follow-You Printer, which you can simply ignore, because faculty members do not use this system. The second printer should be your HP Deskjet with a green light next to it and the word Idle. If you have multiple HP Deskjets on the list, this is a problem. You will want to delete all the other printers by using the minus (--) button. You can rename your printer to avoid future confusion, but clicking on the Options & Supplies button.





In the Options & Supplies area, you will see the Name line with HP Deskjet Ink Advant K209a-z-1 written in the box. We recommend that you change this to HP Deskjet Ink Advant (your room number). For example, mine would read -- HP Deskjet Ink Advant M300.